

APPELLATE DIVISION, THIRD DEPARTMENT

HOW TO CREATE AN ACCOUNT AS AN UNREPRESENTED LITGANT

These instructions will assist you with creating an account in the NYCSEF system. Once an account has been created, appellant will be able to e-file an appeal with the Appellate Division, Third Judicial Department.

HOW DO I CREATE AN ACCOUNT?

- On the upper left side of the Home Screen, Select **"Home: Unrepresented Litigants."**



- Under **"Step 1: Create an Account"**, Select **"Create an Account, Start a New Case"**



- Select "Create an Account to Start a New Case"

New York State Unified Court System
NYSCEF: Unrepresented Litigants

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Create an Account to Start a New Case

Before you can e-file your court papers to start a case you must create an account on this website. You will be asked to submit your name, address and [E-mail Address](#). After you submit the information, you will get an email back with your user name and password. You must change your password and then log-in to the e-filing system and start your case. You will be able to file your papers with the Court over the internet. But, you will not be able to deliver your papers **that start a case** to the other side over the internet. Visit CourtHelp to learn [How Legal Papers are Delivered](#). You will have to e-file proof that you have delivered the papers to the other side. If the other side e-files a response you will then be able to deliver (serve) future papers over the internet. And the other side can deliver papers to you over the internet.

Create an Account

The account you create can be used for one case. If you want to e-file in another case, you will have to create another account. Before you create an account, make sure e-filing is allowed in your case by checking the e-filing [Courts, Counties and Case Types](#). Also, make sure you have everything you need to e-file. Read [E-filing Basics](#). Follow the link below to get started:

[Create an Account to Start a New Case](#)

Practice

NYSCEF has an e-filing training website for attorneys and unrepresented litigants. If you want to practice e-filing you must create a training site account. Create a [Training Site Account](#). Visit the [Training Site](#).

- Select "I Understand and Agree" then click "Continue."

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Website Terms of Use

1. The NYSCEF system and all its data and information belong solely to the New York State Unified Court System.
2. NYSCEF data and information may not be mined or sold, or used in any pay-for-use application, without written permission of the Unified Court System.
3. This site may not be used by any automated program for the purpose of extracting data for any use.
4. This site may not be directly linked to by any website without the express written permission of the Unified Court System.
5. Unlawful use or attempted unlawful use of this system may subject me to criminal or civil penalties.
6. Using my password for e-filing documents is the same as me signing a [Part 130](#) statement saying that the papers I am submitting are not false, or are being used to delay the case or harass the other side, or have no legal basis.
7. E-filed court papers will be delivered to (served on) me at the email address I give NYSCEF.
8. I must fill out the [Change of Contact Information Form](#) if I change my email address.

I understand and agree.

- Create your Account by entering below information. Then Select "Create User"

The screenshot shows the 'Create An Account to Start a New Case' form. The header includes the New York State Unified Court System logo and the text 'NYSCEF - New York State Courts Electronic Filing (Live System)'. The form is titled 'Create An Account to Start a New Case' and includes a 'Close' button on the left. The form fields are as follows:

- Name:**
 - First * (John)
 - Middle ()
 - Last * (Doe)
 - Suffix ()
- Mailing Address:**
 - Street Address * (55 Park Lane)
 - City * (Albany)
 - State * (NY)
 - Zip Code * (12210)
- E-mail Service Address:**
 - E-mail Address * (JohnDoe@email.com)
 - Confirm E-mail Address * (JohnDoe@email.com)

At the bottom of the form, there are two buttons: 'Cancel' and 'Create User'.

- Once an Account has been created, you will be prompted to check your email to setup a Password.

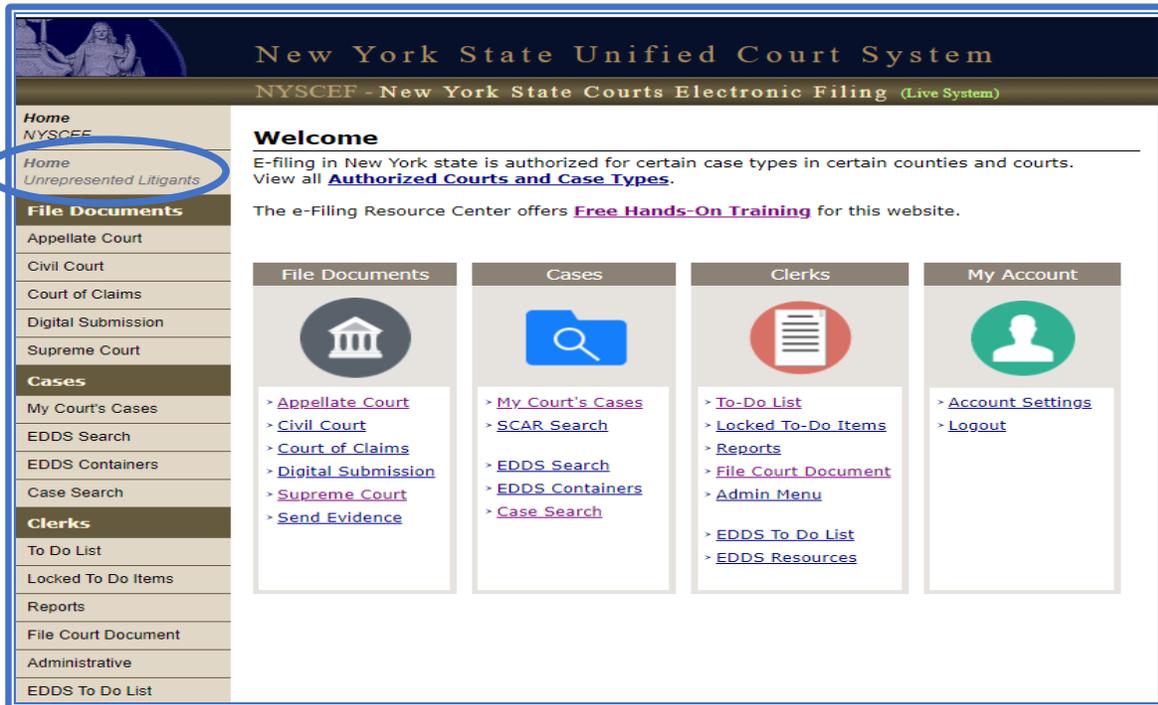
The screenshot shows the confirmation page titled 'Your NYSCEF Account has been Created'. The header is identical to the previous screenshot. The main content area contains the following text:

Your NYSCEF account has been created, but you will need to complete your registration by setting up a password. An email was sent to you with more instructions.

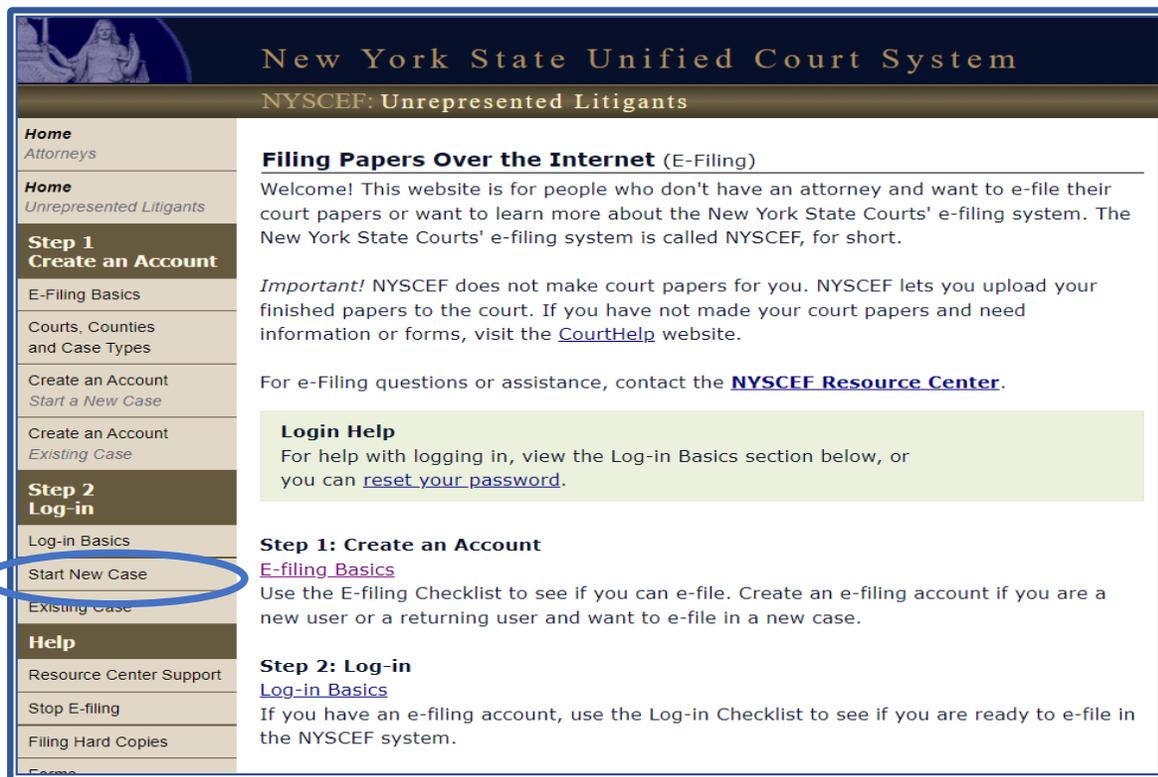
Please Note: Once you complete the registration process your ID can be used to commence only ONE case. If at some time you have a need to start a different case - you will have to register again.

User Name: unjdoe6
Name: John Doe
Address: 55 Park Lane, Albany, NY 12210
Email Service Address: JohnDoe@email.com

- After you have created your password, Return to the Home Screen. Select "Home: Unrepresented Litigants."



- Under "Step 2", Select "Start New Case."



- Select "Appellate Court"

4. Upload documents: You will be asked to attach your document and submit it to NYSCEF. Remember each document must be a [PDF/A](#) file and must be signed and notarized, if required. You will see a PDF/A Checker link that you can use to find out if your document is in the right format.

5. [After Documents are Uploaded](#): Learn what happens after you upload your documents and what you have to do. Read about confirmation notices, [Notices of E-filing](#), and more that you may have to do for the court to consider your papers. After your documents are e-filed, you will get an email from NYSCEF with your Index or Claim number. Put this number in the caption of all your court papers.

Log-in to E-file

If you are ready to begin, choose the court you want to start a case in below. After logging in, you will need to choose your court again, and choose whether you are starting a case or filing into an existing case.

[Appellate Court](#)

[Court of Claims](#)

[NYC Civil Court](#)

[Supreme Civil Court](#)

[Surrogate's Court](#)

- Login with your newly created Username & Password.

New York State Unified Court System
 NYSCEF - New York State Courts Electronic Filing (Live System)

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This site allows NYS attorneys and other authorized persons to file legal papers by electronic means. E-filing is authorized for certain case types in certain courts. See our [Authorized Courts and Case Types](#) page.

1. NEW
[ASK NYSCEF A QUESTION](#)

2. SEND A DOCUMENT USING EDDS
 Parties may utilize the Unified Court System [Electronic Document Delivery System](#) to send a document to many courts where e-filing is not yet authorized, or where authorized™, to send a Stipulation of Consent or Letter Application to Convert a matter to E-Filing. For more information, see [Sending Documents to the Court Using EDDS](#).

***Note:** If you are filing a Stipulation & Consent to E-Filing in Bronx, New York, Orleans or Queens Supreme Court, please log into [NYSCEF](#).

For emergency applications ONLY - in Supreme Court civil cases outside of regular court hours, call (800) 430-8457 or email emergency@nycourts.gov.

Log in to My Account

User Name (or Registration Number *)

Password

[Log In](#)

[Forgot your User Name or Password?](#)

Create an Account
 Create an account and start filing documents electronically

[Create Account](#)

-OR-

You can search for cases and documents as a guest.

[Search as Guest](#)